

CHAPTER 3 - OUTLOADING/ISSUING RTDS PROPERTY

A. SYSTEM OF OUTLOADING/ISSUING PROPERTY

1. Establish a system that best fits your DRMO needs to out-load property that does not cause excessive delays to customers.

2. Areas to consider:

- a. An express line for one item customers
- b. A numbering system that would allow customers with multiple items to know close approximate times for loading. The customer does other things while waiting for service.
- c. An appointment system that lets the customer know exactly when out-loading will occur.

NOTE: Customer service is a number one priority.

B. OUTLOADING/ISSUING REUTILIZED, TRANSFERRED OR DONATED PROPERTY

1. Receive issue documents from the DRMO Central Distribution Branch, DTID (original and minimum of 3 copies) for reutilization, SF 122 for transfer and SF 123 for donation.

2. Sort and batch documents into the most efficient selection pattern.

3. Arrange to:

- a. Obtain necessary MHE.
- b. Ship MROs, if necessary.

4. Pull/combine material from storage. Match NSN/LSN and document number from the items with document. Compare quantity and condition of material to issue document. If no errors are found, continue to next step. If errors are detected, do the following:

a. If the material (NSN/LSN and document number) to be issued isn't found, annotate "Not in location" on issue document.

b. For partial denial, if quantity requested isn't available, place a circle around positions 25-29 of the DD 1348-1A and enter the quantity being shipped in block Q. Place a circle around quantity in block 13e of the SF 122 (block 12f of SF 123), and enter the quantity being shipped.

c. For total denial circle the blocks indicated above.

d. See Volume IV for research and take necessary actions.

e. When condition code of the material differs from that listed on issue document, place a circle around positions 71-72 of the DD Form 1348-1A, and annotate the current condition above the columns. Use appropriate/available space on the SF 122/123.

- Discuss with the customer if they will accept in current condition. If no, annotate "customer refused" on issue document and notify the DRMO Central Distribution Branch. If yes, annotate "customer accepts in changed condition."
- For MRO shipment: return issue document to DRMO Central Distribution Branch for determination of whether to ship or to cancel action.

DRMS-I 4160.14, Volume II, Chapter 3

5. Make initial placement on customer's conveyance if property can be placed using equipment assigned to the DRMO. The customer is responsible for securing/final placement of the load and funding the cost of non-DRMS personnel and/or equipment required to load the property.

6. Process issue document as follows:

a. Annotate block Q of the original DTID (block 13 of the SF 122 or block 12 of the SF 123) with the quantity removed (total or partial).

NOTE: During a partial issue ensure the DTID is removed and attached to the remaining property.

- Print, legibly, customer's/agent's name on issue document. Obtain signature of customer/agent and date on issue document. Use block 7 of DD Form 1348-1A/2.
- Obtain signature and date of PMB person who out-loaded the material.
- Route issue document to/coordinate with the DRMO Central Distribution Branch.

7. If an MRO:

- a. Load on conveyance and deliver to the transportation office, or,
- b. Load on conveyance provided by transportation office.
- c. Process document according to step 6 above.

• **NOTE:** If property being removed is hazardous, assigned DRMO Central Environmentalist must ensure that:

- All shipping papers accompanying the property are complete (see Chapter II).
- Emergency response information is provided to transporters, carried on transport vehicles and maintained at facilities where HMs are received.
- The transporter's vehicle is properly placarded (placard or offer the transporter the appropriate placards) according to 49 CFR, subpart F, part 172.506.
 - **NOTE:** Use DRMS Form 1943 to check hazardous property prior to release for shipment.
- Ensure that the transporter has a copy of the Emergency Response Guide (ERG), or applicable pages, in the cab of the vehicle. In addition, ensure the property is properly packaged, marked and labeled according to DoT (49 CFR). (See DRMS-I 6050.1, Chapter VI, Section E, paragraphs 7 through 10 for detailed guidance on marking, labeling, packaging and placarding).
- Overseas DRMOs, will ensure that all applicable host country and international transportation requirements are being followed for each mode of transport (ADR, IMDG, IATA, etc.)

• **NOTE:** DEMIL Coordinator - insure that MLI requiring DEMIL is properly identified, that AEDA/range residue, inert certifications and small arms certifications are available and that the release documentation for TD reflects required statements.

C. OUTLOADING SOLD PROPERTY AT THE DRMO

1. Receive notification from Central DRMO Distribution Branch of pending sales delivery.

2. Receive DLA Form 1367 or DRMS Form 1427 from purchaser or Central DRMO Distribution Branch. (A copy of the IFB should accompany the form unless PMB already has a copy.)

3. Refer to IFB for terms and conditions and loading table to determine MHE needed to out-load.

4. Determine storage location from IFB.

5. For property to be sold by quantity or by lot verify that the items and quantities on the DRMS Form 1427/IFB match the property being delivered. Refer discrepancies to the PMB chief/or on site manager for resolution.

6. For property received in place that is to be sold by weight, at the generating point, receive documents or weight tickets from the generating activity by courier or mail. Under no circumstances will the purchaser or his agent be permitted to return the Government's copies of the weight tickets to the DRMO.

7. If DEMIL must be accomplished by purchaser prior to removal, move property to DEMIL location and notify DEMIL coordinator.

8. Out-load property according to loading table in IFB.

a. If Government will load:

- Instruct purchaser to remain with conveyance (purchaser is not to be unescorted in the display area at any time).
- Select property from location and place it on the purchaser's conveyance.
- Purchaser is responsible for securing the load to the conveyance.
- See Chapter 7, paragraph B7, NOTE for out-loading hazardous property.

b. If purchaser will load:

- Ensure that purchaser is escorted at all times while in the display area.
- Assist purchaser in locating and identifying property.
- Provide surveillance to protect Government interests.

9. Upon completion of out-loading:

a. Enter the quantity out-loaded and initial in column 8 of DLA Form 1367 or column 10g of DRMS Form 1427.

b. Keep a copy of release document to return to marketing.

c. Return release document to purchaser.

d. Escort purchaser to the Distribution Branch/Section for final processing.

NOTE: If property being removed is hazardous, see paragraph B7 NOTE above.

NOTE: If property being removed is DEMIL, see paragraph B7 NOTE above.